REPUBLIKA NG PILIPINAS

KAGAWARAN NG PANANALAPI

# KAWANIHAN NG INGATANG-YAMAN

(BUREAU OF THE TREASURY)

INTRAMUROS, MAYNILA 1002

*Funding the Republic*

***Adjustment Approval Form***

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| **Date of Request:** | **Bank:** |  | **Name of Agency:** |
|  |  | **Organization Code:** |
| **Type /Details of Supporting Document/s:**  | **Details/Other Concerns:**Account No. credited: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Correct Bank Account Details to be credited:** Account Name:Account Number:Bank and Branch:Bank Branch Address: |
|  **Date of Deposit/Remittance:**  |
| **Reason for Adjustment:** |
| **Amount:** |
| **Endorsed by:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Preparer Name/Designation  **------------------------------------------------------------­­­­­­­­­­­­­­­­­­­­­­­ ­­­­­*****This portion is for* BTr-National Cash Accounting Division (NCAD)****Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_****NCAD Validation:***Per NGCDS Report Transaction/s was/were credit to:* Clearing Account No: \_\_\_\_\_\_\_\_\_ Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization Code: \_\_\_\_\_\_\_\_\_\_\_ Funding Source Code: \_\_\_\_\_\_\_\_\_ NCO Code: Amount:**Approved by:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *BTr Accounting Service Director* |  **Recommending Approval:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Authorized Representative /Designation **-----------------------------------------------------------------------** ***This form shall be accomplished:***To adjust collections subject for refund due to over/double posted remittance, and erroneous deposit in the BTr account *via over-the-counter NCO remittance****Note: This form must be accompanied by written request with supporting attachment from the concerned bank & must be in conformity with the Specific Guidelines, item III Adjustments of the Treasury Circular No. 02-2022 dated May 31, 2022.*** |
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